

Appleby Emergency Response Group

Constitution

1 Name

The name of the organisation shall be "Appleby Emergency Response Group".

2 Objectives

- a) To provide a volunteer led emergency response to the community of Appleby-in-Westmorland as and when instructed to do so by the Emergency Services.
- b) To work together with other organisations, to help individuals and the community, plan and prepare for emergencies.
- c) To provide a volunteer led recovery programme for the community following an emergency.

3 Membership

Membership shall be open to any individual who shares the objectives of the organisation. Corporate membership shall be open to any business or organisation which shares the objectives of the organisation.

4 Meetings

- a) The General Meeting will be the sovereign body of the organisation, responsible for its strategy and general policies.
- b) Any individual member of the organisation attending a General Meeting shall have one vote.
- c) An Extraordinary General Meeting of the organisation may be called by the Chairman, or by written request to the Secretary signed by at least 10 members.
- d) The Annual General Meeting shall take place not later than 2 calendar months following the end of the organisation's financial year.
- e) The business of the Annual General Meeting shall include:
 - i. To receive the Annual Report of the organisation;
 - ii. To receive the examined accounts for the preceding year;
 - iii. To appoint an independent examiner of the accounts;
 - iv. To receive such presentations relating to the organisation as may be arranged;
 - v. To debate motions submitted by members of which at least 21 days written notice has been given to the Secretary;
 - vi. To elect Officers: Chairman, Vice-Chairman, Secretary and Treasurer. These officers to hold office until a successor has been appointed;
 - vii. To elect a Management Committee consisting of not less than 5 members and not more than 10 members who, with the officers will conduct the day-to-day business of the organisation. The Management Committee will remain in place until the next Annual General Meeting;
 - viii. Such other business the Chairman decides is appropriate.
- f) No business may be transacted at either a General or Annual Meeting unless at least one-third of the whole number of members of the Management Committee are present and in no case shall the quorum of a meeting be less than three.
- g) The proceedings of General Meeting shall not be invalidated because any person or body entitled to notice of the meeting has not received such notice.

5 Committees

The Management Committee shall meet not less than 4 and not more than 12 times a year.

[Signature] 9 February 2017

In addition to the Management Committee elected at the Annual General Meeting, sub-committees may be formed to pursue specific activities as deemed appropriate by the Management Committee.

Casual vacancies shall be filled by the Management Committee and shall have immediate effect.

6 Finance and Representation of the Organisation

- a) All monies received by or on behalf of the organisation shall be applied to further the objectives of the organisation and for no other purpose.
- b) Any bank accounts opened for the organisation shall be in the name of the organisation.
- c) Any cheques issued shall be signed by the Treasurer and any one of the two other nominated members of the Management Committee.
- d) The organisation shall ensure that its accounts are audited or independently examined every year and the accounts signed off at the Annual General Meeting.
- e) The organisation may pay reasonable out of pocket expenses including travel, stationery, childcare and meal costs to members or Management Committee members.
- f) A member appointed to represent the organisation in discussions with other bodies, including the media and correspondence shall act only on the instructions of the Management Committee or the Chairman.

7 Alteration of the Constitution

Alteration of this Constitution may be made by a motion at a General Meeting, providing 21 days' notice has been given, which has been passed by at least two-thirds of votes cast at that General Meeting.

8 Dissolution

The organisation may be dissolved by a resolution of a Management Committee. In the event of dissolution any assets of the organisation shall be transferred to an organisation with similar objectives to this organisation.

Signed:



Date:

9 February 2017